

City of Los Altos

Accounting Technician I/II

About Los Altos

Los Altos is a full service City with a budget of approximately \$39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

Typical Duties / Essential Functions

Duties may include, but are not limited, to the following:

Budget Support: Assistance with annual Budget preparation and monthly financial reporting; Capital project tracking and status reporting; Revenue estimation

Audit Support: Assistance in development of the annual Comprehensive Annual Financial Report (CAFR); Creation of annual audit support schedules

Accounting and Recordkeeping: Preparing monthly and year-end General Ledger adjusting journal entries; Proficient use of government finance software; Preparing account reconciliations

Payroll: Processing the City's payroll; Maintaining compliance with Local, State and Federal payroll reporting requirements; Preparing

required payroll tax/benefit payments and filings

Revenue: Tracking, collection and recording of revenues; Processing of accounts receivable billings; Monitoring daily receipts and bank activity; Tracking and

reconciling customer and trust deposits

Accounts Payable: Processing City-wide vendor payments; Maintaining vendor files and regula-

tory reporting; Monitoring and processing of purchase orders

Other Duties: Assisting in the coordination of annual assessment filings; Serving as a business license collection and record control point; Cross training in a variety of accounting duties to ensure proper coverage; Maintenance of electronic and hard-copy archival models.





Position

Under general direction this position can be called on to perform a variety of accounting service duties including general accounting, payroll processing, accounts receivable, revenue collections, accounts payable and purchase order processing, treasury assistance, business licensing, month-end general ledger account reconciliations/journals, annual audit/budget support, account analysis, and related duties as assigned. This position operates on a confidential basis especially as it relates to the performance of payroll, sales tax reporting, business licensing, purchasing, and credit card processing.

Ideal Candidate

The City is seeking a well rounded Accounting Technician who is motivated and team oriented. The person holding this position should demonstrate a high level of customer service standards with the community, customers, and departments. Knowledge and experience in the basic function of finance such as Accounts Payable, Accounts Receivable and Payroll. This particular position will likely have a strong accounts-payable focus, as such, familiarity and skilled competency with high volume payable and purchase order systems and processing is highly desirable. The ideal candidate should be familiar with governmental organizational structure and public service oriented.



Minimum Qualifications

Knowledge of:

Governmental accounting practices, principles and procedures, general office work flow administration, sound business organization skills; finance terminology, payroll processing and reporting requirements, commonly used office and governmental accounting software products, government budgetary and financial audit structure and process, and methods and practices of financial record keeping and report preparation.

Skill in and Ability to:

Provide excellent internal and external customer service; Excel in and promote a teamwork-based environment involving cross training and collaboration; Effectively read, interpret and apply established internal rules, procedures and policies; Effectively communicate with diverse audiences in written and oral form; Effectively apply and use technology, including skilled use of business software systems; Track, collect, analyze and reconcile accounting data; Work cooperatively and effectively with the public, employees, agency officials and surrounding departments; Use initiative and sound judgment within established guidelines; Organize, prioritize and coordinate work activities; Maintain detailed and accurate financial records; Make arithmetic calculations with speed and accuracy; Operate standard office equipment; Develop effective working relationships with others and work with limited supervision.



Experience and Education

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be at least three years responsible accounting work or solid combination of knowledge, experience and training of general governmental accounting, recordkeeping and office procedures including payroll processing, governmental general ledger transactions, government financial systems and reporting, and the subsystems noted above (accounts receivable, accounts payable, business licensing, capital project reporting, budget support, audit support, among others), preferably within a municipal or county agency

Desirable Experience: Experience within a municipal or county agency

Education: Graduation from High School

Desirable Education: College level course work in business/finance/accounting or related certification

Physical Requirements / General Working Conditions

Sit at desk for long periods of time; repetitively use fingers and/or wrists or hands while twisting or applying pressure; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; have rapid mental/muscular coordination; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties; and lift up to 25 lbs, and carry up to 10 lbs.

Salary and Benefits

Salary: \$2,110 to \$2,953 bi-weekly

For new employees who are existing members of the California Public Employee Retirement System (CalPERS) the retirement formula is 2% @ 60. Employee pays 7% of salary for employee CalPERS retirement benefit.

For new CalPERS members, retirement benefits are pursuant to the California Public Employee's Retirement Reform Act of 2013 (PEPRA) Section 7522.10, employees hired on or after January 1, 2013 will have a retirement formula of 2% @ 62 and will pay up to 50% of the normal CalPERS retirement cost. Normal cost is determined yearly by CalPERS actuarial.

- Choice of HMO or PPO plans through CalPERS Health Benefits
- Dental Reimbursement Plan
- City-paid life insurance; additional life insurance purchase option
- Long Term Disability insurance purchase option
- Vacation starting at 10 days annually
- Sick leave allowance of 12 days annually
- 10 annual holidays plus 2 Float Days
- 457 Deferred Compensation plans
- Flexible Spending Plan: dependent care and health care reimbursement
- Employee Assistance Program



Background Investigation

Finalists will be required to undergo a background investigation check. Employment offers are contingent upon passing a drug screen examination. Past criminal convictions cannot be grounds for automatic disqualification but all candidates will be evaluated on a case-by-case basis.

Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you need reasonable accommodation to participate in any component of the testing process you must notify the Human Resources Division as soon as possible. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.

Application Procedure

Application, cover letter, resume and three professional references must be received no later than **5:00pm, Monday, August 18, 2014.**

Applications may be obtained in the following ways:

- Apply online at www.calopps.org
Member City: Los Altos
- Visit our website at www.losaltosca.gov to print the application form
- Call our 24-hour Job Hotline at (650) 947-2766



Selection Process

All applications and materials will be reviewed. Those most closely matching the desired qualifications and requirements will be invited to participate in the examination process.



City of Los Altos
1 N San Antonio Road
Los Altos, CA 94022

www.losaltosca.gov
facebook.com/CityofLosAltos
twitter.com/CityofLosAltos